

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Advanced Credit: Advanced Placement (AP)/International Baccalaureate (IB)/College Level Examination Program (CLEP)

**Number:** PR 4.41.04

**Approved by:**  
Presidential Action

**Approved Date:** 02/2002  
**Implementation Date:** 08/2011  
**Last Review Date:** 03/2022  
**Last Revision Date:** 03/2022

**Persons/Departments Affected:**

Admissions Office, Academic School Offices, Registrar's Office, Undergraduate Students

**Responsible Department:**

Registrar's Office

**Definitions:**

**Advanced Credit:** credit designed to recognize undergraduate students' scholastic achievement attained prior to entering Penn College. This option creates the opportunity for students to begin their college work at a higher level in either the subject in which they received advanced credit or a related subject.

**Advanced Placement (AP):** assessments administered by the College Board© to indicate a level of proficiency in selected college level courses. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

**International Baccalaureate (IB):** assessments administered by International Baccalaureate® to indicate a level of proficiency in selected college level courses. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

**College Level Examination Program (CLEP):** assessments in various subject areas created by the College Board© and administered by colleges and universities in the United States. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

**Hold:** Prevents the release official grades and transcripts if a student has any outstanding obligations to the College such as loans, fines, judicial sanctions or the return/replacement of items such as books, tools, or equipment.

**Procedure:**

- I. Undergraduate Student:
  - A. Arranges for the testing agency to mail the official AP, IB and/or CLEP score reports to the Admissions Office.
  - B. Prior to scheduling classes, ensures that all score reports have been evaluated to avoid repeating any coursework. Scores cannot be transferred in after the second week of classes for a course in which a student is currently enrolled.
- II. Admissions Office:
  - A. Documents receipt of official AP, IB and/or CLEP score reports.
    - i. If no record exists for an undergraduate student, or the student is only in inquiry status, score reports are held in Admissions until an application is received.
    - ii. If a record exists for an undergraduate student, score reports are forwarded to the Registrar's Office for review.
- III. Registrar's Office:
  - A. Upon receipt of AP, IB and/or CLEP score reports; appropriate credit to be awarded shall be determined and placed onto the official academic transcript.
  - B. After credit is placed on the official academic transcript, the score reports are scanned to the educational record of the undergraduate student.
  - C. Unofficial score reports will be processed, but a hold will be placed on the undergraduate student's record preventing the student from scheduling classes for future semesters until the official documents are received.
  - D. Notifies the student of the College's evaluation.
- IV. Academic Schools:
  - A. Establish and periodically review the minimum scores for which credit will be awarded, communicating any changes to the Registrar's Office.

**Revision History:**

- Date: 03/2022 Removed reference to paper files.
- Date: 08/2017 Modified language to clarify process; content reorganization; Added definition of Hold; updated cross reference list; defined that the policy applies only to undergraduate students.
- Date: 03/2014 Defined Advanced Credit (AP) and College Level Examination Program (CLEP); added definitions; revised related procedure title
- Date: 07/2011 Rearranged to three specific addressed groups (students, Admissions, academic schools); formatting changes.

**Cross References:**

- Advanced Credit Policy, [P 4.41](#)
- Advanced Credit: Competency Assessment Procedure, [PR 4.41.01](#)
- Advanced Credit: Credit-by-Exam Procedure, [PR 4.41.02](#)
- Advanced Credit: Credit for Work/Life Experience Procedure, [PR 4.41.03](#)
- Withholding Grades, Diplomas and Records Policy, [P 4.24](#)